INRIA User guide

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To connect, use your personal LDAP login and password

login

Bienvenue sur OS Congés !

Utilisez votre login et mot de passe pour accéder au service OS Congés.

Mon mot de passe

Utilisateur :

Mot de passe :

Language :
english

Connexion

How to manage leaves request

https://casa.inria.fr

Welcome screen

Vacations request quick access

Team/Service Schedule

Personal information

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Welcome into your space 'Leave Management'.

Today's date : Thurday 13 January 2011   Your status is : User   Your supervisor is : MURIEL SINANIDES

Follow-up

Statement from the 01/01/2011 to the 31/12/2011

	Credit	Régul.	Accepted	Awaiting	Balance
a. C Annuel in Day(s):	32.5	0	5		27.5
c. RTT Libre in Day(s):	5.5	0			5.5
b. Report CA in Day(s):	0	0			0
CET Ancien / Nouveau:	10 / 15	0 / 0	0 / 0	0 / 0	10 / 15 *(historique)*

Leaves request status

Requests in progress (0)	Accepted requests (5)	Refused requests (1)	New requests (0)

Request's number	Status	Date of deposit	Type	Beginning	End	Comment
		You have no request in progress				

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Calendrier

Home | Calendar | Request | Schedule | My account | FAQ | Quit

| May 11 | Jun 11 | Jul 11 | Aug 11 | Sep 11 | Oct 11 | Nov 11 | Dec 11 |

Du 04/07/2011 Matin

Au 08/07/2011 Après-Midi

Day(s) count : **5 Day(s)**

Absence type : a, C Annuel (Congés payés 2011) [27.5 Day(s)]

Comment :

Lay down

Cancel

To select a period :

Click left, from the start date to the end date

To choose the correct vacation:
- **CP Annuel**
- **RTT libre**
- **Jour de report**
- **Jour de fractionnement**
- **CET**
- **ASA (mariage, paternité…)**

Accueil

Requests in progress (1)		Accepted requests (5)		Refused requests (1)		New requests (0)	

Request's number	Status	Date of deposit	Type	Beginning	End	Comment
8378	Déposée	13/01/2011	a. C Annuel	04/07/2011 Morning	08/07/2011 Afternoon	

Status of the request : **Déposée**

Information for management :			
User's identity :	**CHINCHILLA MARION**	Service / Department :	Siège/DIRECTION/DRH
Employee number :	chinc00E	E-mail :	marion.chinchilla@inria.fr
Type of labor contract :		Date of entry :	01/02/2006

Click on the request in progress

Detail of the request :			
Deposit date :	13/01/2011	Type :	a. C Annuel
Date of beginning :	04/07/2011 Morning	Date of end :	08/07/2011 Afternoon
Comment :			
Detailed account :	**5 Day(s)**		

<< June 2011   **July 2011**   August 2011 >>

Detail of the actions :		
Date	Nature	Comment
13/01/2011 15:43:56	Registration of the request	Waiting for supervisor's treatment

Message de la page Web

❓ Do you want to delete this request ? / Click here to continue

[OK]   [Annuler]

Cancel my request

* As far as a request is not consulted by a supervisor, it can be cancelled.

Requests in progress (0)		Accepted requests (5)		Refused requests (1)		New requests (0)	

Request's number	Status	Date of deposit	Type	Beginning	End	Comment
		You have no request in progress				

The request is deleted

Accueil

How to modify a request

| Requests in progress (0) | | Accepted requests (6) | | Refused requests (1) | | New requests (0) |

Request's number	Status	Date of deposit	Type	Beginning	End	Comment
3937	Validée	10/01/2011	RTT FIXE	03/06/2011 Morning	03/06/2011 Afternoon	RTT fixe du centre CRI Paris - Rocquencourt [01]

Click on the request to modify it

Status of the request : **Validée**

Information for management :			
User's identity :	**CHINCHILLA MARION**	Service / Department :	Siège/DIRECTION/DRH
Employee number :	chinc00E	E-mail :	marion.chinchilla@inria.fr
Type of labor contract :		Date of entry :	01/02/2006

Detail of the request :			
Deposit date :	13/01/2011	Type :	a. C Annuel
Date of beginning :	04/07/2011 Morning	Date of end :	08/07/2011 Aft
Comment :			
Detailed account :	5 Day(s)		

<< June 2011   **July 2011**

| 01 Fr | 02 Sa | 03 Su | 04 Mo | 05 Tu | 06 We | 07 Th | 08 Fr | 09 Sa | 10 Su | 11 Mo | 12 Tu | 13 We | 14 Th | 15 Fr | 16 Sa | 17 Su | 18 Mo | 19 Tu | 20 We | 21 Th | 22 Fr | 23 Sa | 24 Su | 25 Mo |

Detail of the actions :			
Date	Nature	Comment	
13/01/2011 15:50:59	Registration of the request	Waiting for supervisor's treatment	M
13/01/2011 15:52:18	Accord final	La demande est validée	M

[<Cancellation request] [Modification request]

* As far as an accepted leave is not taken, you cannot apply for cancellation

Demande de modification - Windows Internet Explorer

https://casa-qlf.inria.fr/demande_modification.php?dem_id=8379

Modification request :	
Requested type :	a. C Annuel
Requested date of beginning :	04/07/2011 ⊙ Morning ○ Afternoon
Requested date of end :	08/07/2011 ○ Morning ⊙ Afternoon
Comment :	

[Send the request]

[Close the window]

Terminé   Internet   100%

Detail of the actions :			
Date	Nature	Comment	Made by
13/01/2011 14:56:02	Dépôt de la demande	En attente traitement RH	MARION CHINCHILLA
13/01/2011 14:57:05	Accord final	La demande est validée	MURIEL SINANIDES
13/01/2011 16:18:10	Demande de modification		MARION CHINCHILLA

The modification of the request is sent and registered

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Planning

To change the period

To personalize the display (with a selection of team members) Click on the blue file to create a peronal list

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Home | Calendar | Request | Schedule | My account | FAQ | Quit

<<< Statement of absences in January 2011 >>>

List 1

■ Déposée   ■ Ouverte   ■ En cours   ■ Validée   ■ Demande annulation   ■ Demande modification

	01 Sa	02 Su	03 Mo	04 Tu	05 We	06 Th	07 Fr	08 Sa	09 Su	10 Mo	11 Tu	12 We	13 Th	14 Fr	15 Sa	16 Su	17 Mo	18 Tu	19 We	20 Th	21 Fr	22 Sa	23 Su	24 Mo	25 Tu	26 We	27 Th	28 Fr	29 Sa	30 Su	31 Mo
JE. BABUT																															
MA. CHINCHILLA																															
DA. EECKE																															
MU. SINANIDES																															

Team / Service members

More information on vacation's rules :
http://intranet.inria.fr/drh/dossiers/conge/index.html

More information about software of vacation's management :
http://www.inria.fr/interne/drh/sirh/casa

For any questions, you can also contact the HRS referent

(List of the referents on http://si-util.inria.fr/tiki-index.php?page=OSCONGES_Formation)

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